



## **Terms of Reference for the Personnel Committee**

### **1. MEMBERSHIP**

- 1.1 The committee shall consist of not less than four governors including the headteacher (or his/her representative).
- 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 1.3 Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

### **2. QUORUM**

- 2.1 The quorum shall be at least four governors.

### **3. MEETINGS**

- 3.1 The Committee shall meet at least once a term.
- 3.2 Members of the committee will receive at least seven days notice of every meeting and at that time will receive an agenda and any papers to be considered at the meeting (a shorter timescale may be given if the committee Chair decides that there is an urgent issue that requires immediate attention).
- 3.3 The agenda will be circulated to all governors.
- 3.4 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

### **4. MINUTES**

- 4.1 All committee meetings must be minuted. These minutes will be circulated to all members of the Governing Body as soon as they have been drafted.
- 4.2 Minutes from a previous meeting will be formally agreed at the next one.

### **5. ELECTION OF CHAIR**

- 5.1 The chair of the committee shall be elected annually at the first meeting of the Autumn term.

## 6. TERMS OF REFERENCE

- 6.1 The committee will have delegated powers from the governing body to:
- a) Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),
  - b) Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
  - c) Draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
  - d) Establish and regularly review personnel policies and procedures and ensure familiarisation with DfS guidance , in particular in relation to the following:  
*(Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk) in Documents under the relevant letter coding)*
    - A Employment Policy
    - B Staff Recruitment and Selection
      - Probation
      - Induction
    - C Redundancy
    - D Disciplinary Procedures Conduct and Capability
      - Disciplinary Rules
      - Staff Code of Conduct
      - Bullying and Harassment
    - E Grievance Procedure
    - F Whole school pay policy
    - H Health, Safety and Well Being
    - J Appraisal and Capability
    - K Data Protection & Retention

L Equality and Diversity

Bullying and Harassment

M Family Friendly Policies

N Sickness Absence

Special Leave of Absence

O Whistleblowing

Dealing with Allegations of Abuse

Safeguarding & Child Protection (while S&CP governor sits on committee)

Complaints

- e) Report to the governing body on all staff matters which relate to conditions of service.
- f) Advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- g) Determine and monitor the appointments procedure on behalf of the governing body.
- h) Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
- i) Delegate to the headteacher all matters relating to the day to day selection, management and supervision of the staff employed at the school. The head teacher has the power of dismissal for staff.
- j) Ensure that governors on the committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- k) Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- l) Comply with the appraisal regulations for teachers.
- m) Ensure compliance with latest 'Keeping Children Safe in Education'
- n) Form a salary appeals committee when required
- o) Should it be necessary for the governing body to consider the reduction of the staffing establishment at the school, by whatever means, the committee will carry out any initial investigation with the head and submit their

recommendations for the governing body to consider. The committee will subsequently have delegated powers to carry out the necessary consultations with the LA and the recognised Trade Unions on behalf of the governing body, and to set up a dismissal committee where any procedure might lead to the dismissal of a member of staff.

- p) Appoint a designated governor to monitor staff well-being
- q) Appoint a designated governor to conduct staff induction and exit interviews as required.
- r) Monitor staff absence at least twice a year
- s) Consider any foreseen staff special leave of absence requests.
- t) Ensure the monitoring of personnel related items on the SDP
- u) Regarding ECTs – at the first meeting of the school year (or as required), the committee is to ensure that the school has registered any ECTs; confirm sending of termly report to the LA; and conduct an 'end of ECT phase' discussion with ECT.

## **7. DECLARATION OF INTERESTS**

- 7.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.